



CITY OF HOUSTON

Job Posting

SKT

Applications accepted from:

ALL PERSONS INTERESTED

Job Classification

GIS TECHNICIAN

Posting Number

PN# 106791

Department

PARKS AND RECREATION

Division

Grounds Maintenance

Section

Urban Forestry

Reporting Location

6501 Memorial

Workdays & Hours

M - F, 8:00 A.M. – 5:00 P.M.*

*Subject to change

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

This individual will oversee the urban forestry internship program to ensure 100% completion of citywide street tree inventory. Update maintenance functions and data for a Geographic Information System (GIS), research and evaluate source data using standard methods and documents, and manipulate tree inventory data to generate reports. Enter GEO data files using GIS software, ensuring integrity of database changes. Use tree inventory data to prepare a community tree management plan. Coordinate tree-planting activities with local non-profit organizations to ensure inclusion in tree inventory. Develop a disaster preparation and response plan to reduce damage caused by severe weather in critical access corridors of the Texas Medical Center district. Perform other duties as assigned.

WORKING CONDITIONS

This position requires stooping, bending and/or lifting of items of up to 30 pounds with occasional periods of walking on rough surfaces.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires an Associate's degree in Geographic Information Science, Geography, Computer Science, Management of Information Systems or a closely related field.

MINIMUM EXPERIENCE REQUIREMENTS

No experience is required. Experience equivalent to or as a GIS Operator may be substituted for the degree requirement on a year-for-year basis.

MINIMUM LICENSE REQUIREMENTS

Must have a valid Texas driver's license and comply with the City of Houston's policy of driving (AP 2-2)

PREFERENCES

Preference will be given to candidates with Urban Forestry, ArcView 3.2 and Trimble GEOXT experience.

SELECTION/SKILLS TESTS REQUIRED

NONE

SAFETY IMPACT POSITION

☒ YES ☐ NO

If yes, this position is subject to random drug testing and if a promotional position, a candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 12

\$789 - \$1055 Biweekly \$20,514 - \$27,430 Annually

OPENING DATE

September 14, 2005

CLOSING DATE

Open Until Filled

APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st Floor. Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. Telephone Device for the Deaf (TDD) Phone Number (713) 837-9471.

An equal opportunity employer